



**FOREST SERVICE HANDBOOK
ROCKY MOUNTAIN REGION (REGION 2)
DENVER, CO**

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)

CHAPTER 50 – COOPERATIVE RELATIONS

Supplement No.: r2_5109.34-2002-4

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Approved: RICK D. CABLES
Regional Forester

Date Approved: 05/24/2002

Posting Instructions: Supplements are numbered consecutively by Handbook number and calendar year. Post by document name. Remove entire document and replace with this supplement. Retain this transmittal as the first page of this document. The last supplement to this Handbook was 5109.34-2002-3 to chapter 40.

New Document(s):	r2_5109.34_50	1 Page
Superseded Document(s): by Issuance Number and Effective Date	5109.34_50 (5109.34-2001-4, 05/13/2001)	1 Page

Digest:

As a member of the Rocky Mountain/Great Basin Coordinating Groups (RM/GBCG), Region 2 shall follow direction issued in RM/GBCG Supplement 2002-4. Interagency guidelines and procedures for emergency incidents within the Great Basin have been developed by the Rocky Mountain/Great Basin Fire Business Management Working Committee, and are in line with MOU's and other agreements among Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs and state agencies.

51.7 Exhibit 01 - Updates rates for state owned equipment, removes Colorado State Forest Service District Officers Map.

51.7 - Exhibit 03 - Updates state business contact information.

51.7 - Exhibit 04 - Changes SD Resource Conservation & Forestry Division to SD Wildland Fire Division throughout document, changes in state personnel requirements for Type 1 Engines from 4 to 3 personnel.

51.7 - Exhibit 05 - Removes standard component costs for Utah State resources, removes AD rating for Utah National Guard Personnel.

**NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2
ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS**

DENVER, CO/OGDEN, UT

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 50 – COOPERATIVE RELATIONS

Supplement No.: RM/GBCG-2002-4

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Approved: WILLIAM CLARK
Great Basin Coordinating Group

Approved: LEN DEMS
Rocky Mountain Coordinating Group

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New Document(s):	r4_5109.34_50	44 Pages
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Digest:

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51.7 - Miscellaneous Agreements Containing Incident Business Management Provisions

Equipment and operating personnel obtained from city, county or rural fire departments are normally ordered and reimbursed in accordance with existing cooperative agreements. The mechanics of each agreement vary considerably, however, there are a few general points to consider when dealing with these items.

1. The cooperative agreement normally specifies that the cooperator shall be reimbursed for their costs. Government agencies, whether they are city, county, or rural, should not be in the profit making business. These costs should be outlined yearly in the operating plan and the cooperator should be instructed to carry the operating plan with them to an incident.
2. The rates established in chapter 20, RM/GB Supplement to the Interagency Incident Business Management Handbook are intended for private contractors and normally should not be used for cooperators.
3. The method of tracking equipment use for cooperators varies with each agreement. The preferred method is to complete an Emergency Equipment Shift Ticket, OF-297, for all equipment. The shift tickets are used for billing documentation.
4. Personnel time is documented on an Emergency Firefighter Time Report, OF-288, marked "Other" in Block 4. Originals of the OF-288 should be given to the agency representative.
5. It is common that city, county or rural fire departments have Federal Excess Personal Property (FEPP) available to assist on wildland fires. Equipment in this program is on loan from the Forest Service to the state, which in turn loans it to city, county or rural departments. This equipment can be identified by a small silver or yellow sticker, or plate, which states that it is federal property under the control of the Forest Service. This identification is normally found on the dashboard of vehicles and in prominent locations on other pieces of equipment. The renting of Federal Excess Personal Property is not authorized. Use charges should include only operating costs, (fuel and oil), operator costs if applicable, and possibly transportation costs. Charges should not include amortization, depreciation, replacement costs and related charges for the vehicle. Such charges may be appropriate for special equipment added to the loaned unit, such as tanks or pumps.
6. Exhibits.

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Exhibit 01 - Colorado State Forest Service (CSFS)

Exhibit 02 - Idaho Department of Lands (IDL)

Exhibit 03 - Nevada Division of Forestry (NDF)

Exhibit 04 - South Dakota Division of Resource Conservation & Forestry (SD RCF)

Exhibit 05 - Utah Department of Natural Resources, Division of Forestry, Fire and State
Lands

Exhibit 06 - Wyoming State Forestry Division (WSFD)

Exhibit 07 – Agency Specific Contacts

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51.7 - Exhibit 01

COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

This information is a general outline for CSFS, State of Colorado, and local government operating procedures. For further information, contact the CSFS Fire Duty Officer at the State Office in Fort Collins (970) 491-6304 or a district office.

The CSFS uses all Incident Command System (ICS) forms, as found in the Interagency Incident Business Management Handbook.

Personnel Timekeeping - Colorado State and local firefighters use the Emergency Firefighter Time Report (OF-288). Travel and hazard designations need not be documented on the OF-288. The incident file copy of the OF-288 and original Crew Time Reports (SF-261) are retained for the incident file. The original OF-288 is given to state employees at the time of demobilization.

Casual employees may be hired as state employees prior to dispatch with CSFS State Office confirmation, consistent with the Federal Pay Plan for Emergency Workers (AD1-AD5). State firefighter classifications are exempt from state Public Employees Retirement Association withholding. Employees must complete the following Colorado State University (CSU) payroll forms in order to be paid by CSFS:

- Employee's Withholding Allowance Certificate (W-4)
- Employment Eligibility Verification (I-9)
- CSU Payment Disposition Action form (PDA)

All Colorado State employees are eligible for commissary by payroll deduction.

Procurement - Local purchases up to \$1000 per purchase for supplies can be made by CSFS employees and purchases above that amount can be made through the CSFS State Office. All purchases must be documented with receipts and forwarded to the State Office for payment:

Colorado State Forest Service
Colorado State University
203 Forestry Building
Fort Collins, CO 80523-5060

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51.7 - Exhibit 01—Continued

COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

Workers' Compensation - Colorado State University (CSU) carries Workers' Compensation insurance coverage for all employees to assist them with expenses resulting from work related injuries/illnesses. An employee is defined as an individual engaged under any appointment or contract for hire, expressed or implied. This includes faculty, staff, appointed officials, hourly personnel, student employees (including work-study), interns and graduate assistants performing work for which they are paid through the CSU payroll department. The insurance does not cover visitors, private contractors providing services for hire, or persons being paid by non-University sources even though working in a University facility or engaged in University projects.

Fire departments, other cooperators are not paid through the CSU payroll department and therefore are not covered by CSU Workers' Compensation.

Cooperators using the Cooperative Resource Rates form will provide Workers' Compensation insurance for all operators included in the work rate if equipment is provided with operator.

State employees are required to report work-related injuries and illnesses to their supervisor and employing departments MUST initiate reports on all actual alleged work related injuries and illnesses that come to their attention. This one page report includes Parts I and II, which must be completed by the employee, and Part III which must be completed by the employee's supervisor (copy follows). All Workers' Compensation must be submitted within 5 calendar days of injury or illness to CSFS, CSU 203 Forestry Building, Fort Collins, CO 80523-5060. All claims for Worker's Compensation are filed with CSU Environmental Health Services. Case handling for individual claims is the responsibility of Environmental Health Services.

Cooperators experiencing injury or illness when assigned to an incident should complete the appropriate ICS forms and notify their home agency as soon as required of potential Workers' Compensation claims.

Colorado State Forest Service Owned Resources - Equipment provided by CSFS is covered under a master Interagency Cooperative Fire Protection Agreement. Do not use Emergency Equipment Rental Agreements when CSFS-owned vehicles and equipment are used on incidents (any jurisdiction). Prepare Emergency Equipment Shift Tickets (OF-297) and fuel issues for these resources and give the originals to state employee/operator at the time of demobilization. Appropriate agency billing will follow.

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51.7 - Exhibit 01

COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

The CSFS will establish a Fire Equipment Use Rate schedule applicable to CSFS resources. A copy of the rate schedule follows. The rates are effective for 2002 and are reviewed annually. These rates are for CSFS owned equipment only and not intended for use with equipment that is owned by other parties.

Procedure: Rates are computed hourly, daily, or on mileage basis. All rates include normal maintenance and normal operating repairs. Fuel and oil are to be provided by the benefiting agency.

- Times of use and minimum daily guarantee rates are determined by equipment shift records unless meter hours is indicated.
- All rates are without operator or crew.
- Send all payments for use of CSFS equipment to:

Colorado State Forest Service
Colorado State University, 203 Forestry Building
Fort Collins, CO 80523-5060

Cooperator Resources - Equipment provided by city, county and fire departments within the state of Colorado is covered under the same master Interagency Cooperative Fire Protection Agreement as CSFS owned equipment. An Annual Operating Plan (AOP) is agreed upon and signed by all agencies within a county each year. Each county AOP identifies reimbursement processes within that county and includes Colorado Cooperative Resource Rates form(s) (copy follows) listing local resources available for incident assignment with their use rates. When the Colorado Cooperative Resource Rate form has been completed, no other agreement is needed.

- Local cooperators agree to a maximum 14-day commitment within the Rocky Mountain Area unless otherwise stated on the Cooperative Resource Rate Form.
- Any equipment that does not pass a pre-use inspection after arriving at an incident will be rejected and the cooperator will not be compensated for any time or mileage incurred.
- Record equipment use on Emergency Equipment Shift Tickets (OF-297) and summarize on Equipment Use Invoice. Give original payment documents to the cooperator at the time of demobilization.

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- Other terms of cooperator incident assignments can be found on the back of the Colorado Cooperative Resource Rates form.

Accidental damage to equipment while assigned to the incident must be reported immediately and documented on appropriate forms for possible claims against the incident.

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51.7 - Exhibit 01--Continued

COLORADO

COLORADO STATE FOREST SERVICE (CSFS)

National Wildfire Coordinating Group minimum standards for Wildland Engines and Tenders. All equipment rates are without operator.

EQUIPMENT	DESCRIPTION	USE RATE	MINIMUM DAILY GUARANTEE
Engine	Type 3	\$63.00/hour	\$504.00
	Type 4	\$47.00/hour	\$376.00
	Type 5	\$37.00/hour	\$296.00
	Type 6	\$29.00/hour	\$232.00
	Type 7	\$23.00/hour	\$184.00
Tender	Type 3	\$37.00/hour	\$296.00
	Type 4	\$37.00/hour	\$296.00
Support Equipment	4x4 Cargo Pickup or Carryall (½-1 1/4 T)	\$0.20/mi plus \$23.00/day	\$23.00 plus mileage
	4x2 Cargo (1 ½ T and over)	\$0.20/mi plus \$23.00/day	\$23.00 plus mileage
	4x2 cargo pickup or van (½ - 1 1/4T)	\$0.20/mi plus \$18.00/day	\$18.00 plus mileage
	4x4 electric generator and light truck, 100kw	\$5.25/meter hour plus \$0.50/mi	\$42.00
	4x2 service/shop truck	\$29.00/hour plus parts used at cost	\$232.00
	Sedan or station wagon	\$0.12/mi plus \$16.00/day	\$16.00
	Truck, tractor; without trailer, gas, or diesel	\$53.00/hour	\$312.00
	Trailer, semi	\$7.00/hour	\$56.00
	Pump, portable; trailer mounted over 100 gallons per minute capacity	\$22.00/day	\$22.00
	Pump, portable; gear high speed centrifugal, or multi-staged centrifugal; 75 psi or more capacity	\$101.00/day	\$101.00
	Pump, portable; diaphragm or low pressure centrifugal; less than 75 psi capacity.	\$85.00/day	\$85.00
	Chain saw, all types	\$35.00/day	\$35.00
	Plans trailer, 28 foot	\$51.50/day	\$51.50

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**COLORADO STATE UNIVERSITY
 WORKERS' COMPENSATION INJURY REPORT**

This form is needed when an employee is injured while in the course of employment. Employee should complete Part I and Part II in full; Supervisor should complete and sign Part III. If employee is not able to complete form, supervisor should do so. Submit to Environmental Health Services within 4 days of injury.

PART I – EMPLOYEE MUST COMPLETE THIS SECTION OF THE REPORT									
Employee's Name (First, Middle, Last)					Social Security Number		Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Home Phone Number
Employee's Street Address				City		State	Zip Code	Job Title	
Age	Mo	BirthDay	Yr	Marital Status	How long has employee worked for CSU?		Job assigned: when injured/exposed?		Length of experience at this assignment?
Years of Education Completed:				Ethnic: <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Do not wish to answer					
Wages: (a) hourly _____ (if paid hourly)			(b) _____ (if salaried) weekly			Course name and # if student intern:			
Employment Classification:	(a) Faculty or Admin. Pro. <input type="checkbox"/>	(b) State Classified <input type="checkbox"/>	(c) Non-Student Hourly <input type="checkbox"/>	(d) Work Study <input type="checkbox"/>	(e) Student Hourly <input type="checkbox"/>	(f) Student intern <input type="checkbox"/>	(g) Graduate Student <input type="checkbox"/>	(h) Other (Specify) <input type="checkbox"/>	
Do you have health insurance through CSU Human Resource Services office? <input type="checkbox"/> Yes <input type="checkbox"/> No									
PART II – INJURY INFORMATION – EMPLOYEE MUST COMPLETE THIS SECTION OF THE REPORT									
Mo.	Injury Date	Day	Yr.	What happened to cause this injury or illness? Describe employee's activities when injury or illness occurred with details of how event or exposure occurred; include name(s) of other individuals involved, tools, machinery, objects, vapors, chemicals, radiation, unnatural motions of employee, unsafe hazardous conditions, etc. Also specify the items that directly injured the employee and caused the accident or illness (If additional space is needed, use back of this form).					
Injury Time	_____ am	_____ pm							
Injury Description (state exactly the part(s) of the body affected and the nature of injury or disease):									
Names of Witnesses					Name of Employer Representative Notified				
Place of Accident/Exposure (Bldg. Name and Room Number) City, County, State, Zip Code									
Treatment Received: <input type="checkbox"/> First Aid <input type="checkbox"/> Emergency Room <input type="checkbox"/> Doctor <input type="checkbox"/> None									
Name and Address of Treating Doctor and/or Hospital									
Employee Signature							Date		
PART III – SUPERVISOR MUST COMPLETE THIS SECTION OF THE REPORT									
Employee's Scheduled Work Week When Injured		Hrs. Per Day	Days Per Wk.	Last Day Worked		Modified Work Available if Applicable		State Classified Leave Balance as Of Date of Injury:	
				Mo	Day	Yr	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee's Usual Work Schedule		Hrs. Per Day	Days Per Wk.	If no, why?		Mo	Day	Yr	Sick Leave Bal:
				<input type="checkbox"/> Date Returned to Work <input type="checkbox"/> Estimated Date of Return					Annual Leave Bal:
Did injury cause death? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name, Relationship, and Address of Closest Dependent of Deceased if Injury Caused Death						
Date of Death									
Did injury occur because of: <input type="checkbox"/> Intoxication <input type="checkbox"/> Failure to use Safety Devices <input type="checkbox"/> Faulty Equipment <input type="checkbox"/> Other <input type="checkbox"/> N/A									
Work Phone			Department and Work Unit:						
Supervisor's Signature						Date			

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51.7 - Exhibit 02

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

This information is provided in summary and will provide a general outline for IDL incidents or employees. For further information, contact the Fire Business Management Coordinator, or the Bureau of Fire Management in Coeur d'Alene, ID, 208-769-1522, FAX 208-769-1534.

The IDL uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and finance kits.

IDL uses the same Administratively Determined (AD) Rates, 1-4, as federal agencies do when hiring casual firefighters and the AD-5 rates used by the Northern Rockies and Rocky Mountain/Great Basin geographic areas. See the geographic supplements to Chapter 10 in the IIBM for current rates.

The following additional methods apply when working on fires under State of Idaho jurisdiction or with IDL employees on other agencies' fires:

Emergency Firefighter Time Report, OF-288 - IDL employees use the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook.

The same form is used for casual employees on state fires. The following additional forms must accompany a casual's Emergency Firefighter Time Report:

Employee's Eligibility Verification, I-9 - An I-9 form must be completed on casual employees at the time of hire. Follow instructions and see sample in Chapter 10 of the IIBM. Photocopies of documents being verified should be attached.

Employee's Withholding Allowance Certificate - Casual employees must complete an Employee's Withholding Allowance Certificate, W-4. IDL withholds taxes on all employees. Forms are available at state forest protective (district) offices.

Memorandum of Understanding - Casual employees must sign a Memorandum of Understanding that they will abide by the Idaho Department of Lands drug and alcohol free policy as a condition of employment.

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IDAHO

IDAHO DEPARTMENT OF LANDS (IDL)

Affirmative Action Survey - An Affirmative Action Survey form must be completed on emergency firefighters. Information from the form is needed to assist the department in planning its EEO/Affirmative Action Program.

Selective Service Awareness and Compliance - Casual employees must sign the form and be in compliance with the Selective Service Act.

The last three documents are combined on one two-sided form that is available at district offices; it can be photocopied.

Entitlement:

IDL employees do not receive hazard pay.

State employees (permanent and temporary only) receive shift differential if they work between 6:00 p.m. and 7:00 a.m. for 50 percent or more of the workweek. This is calculated by the home payroll unit, and does not need to be noted on the Emergency Firefighter Time Report.

Employees hired as emergency firefighters (casuals) are eligible for overtime under the Fair Labor Standards Act (FLSA) Exemption Modifications as follows:

..."In the case of those employees engaged in law enforcement, correctional, and fire protection activities characterized by irregular shift work schedules, time worked in excess of one hundred sixty (160) hours in a period of twenty-eight (28) consecutive days shall constitute overtime work within the meaning of this chapter." Idaho Code, Section 67-5302.

Overtime does not need to be computed during the incident, but will be figured when Emergency Firefighter Time Reports are received at the Bureau of Fire Management in Coeur d'Alene.

Travel need not be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable.

State employees can purchase from the commissary, and charges (other than cash or credit card) are recorded on the firefighter time report for payment purposes.

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51.7 - Exhibit 02—Continued

IDAHO

IDAHO DEPARTMENT OF LANDS (IDL)

Crew Time Report, SF-261 - Crew Time Report is used in the same manner as described in the Interagency Incident Business Management Handbook.

State Owned Vehicles and Equipment - When state-owned vehicles and equipment are used on incidents (state or federal jurisdiction) do not initiate emergency Equipment Rental Agreements for them. Shift tickets and fuel issues should be prepared for these units and sent back to the home agency. The host agency will be billed for the services.

Emergency Equipment Rental Agreement, OF-294 - Equipment used by the IDL is usually preseason signed up by the local Forest Service office. In the event equipment does not have a preseason agreement, procedures in the IIBMH and the geographic supplements to Chapter 20 must be followed. IDL procurement personnel can execute Emergency Equipment Rental Agreements (EERA), OF-294's. Purchasing authority by these individuals is not based on a specific dollar amount, however, must be used with oversight. Persons trained to execute agreements are Fire Wardens and their assistants, clerical staff for the districts or associations, and those trained in finance, such as Time Unit Leaders and Finance/Administration Section Chiefs.

On state fires, agreements initiated by IDL personnel need not be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

When writing EERA's on state fires, use the local fire district or association name and address for the Ordering Office, or use the following address that is the office of payment:

Idaho Department Of Lands
Bureau of Fire Management
3802 Industrial Avenue
Coeur d'Alene, ID 83815

Idaho Department of Lands agreement numbers are agency specific. The number will denote the agency, district, calendar year, and sequential number. For example: IDL-320-01-015. Check with the local office to secure a block of numbers for the incident.

During the completion of the Contractor block, the EIN/SSN number must be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed and attached to the agreement. Payment is not possible without a completed W-9.

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51.7 - Exhibit 02—Continued

IDAHO

IDAHO DEPARTMENT OF LANDS (IDL)

Vehicle/Heavy Equipment Inspection Checklist, OF-296 - Complete the same as described in the Interagency Incident Business Management Handbook.

Emergency Equipment Shift Tickets, OF-297 - Shift tickets are used the same as in the Interagency Incident Business Management Handbook. Copies of the shift tickets must accompany the Emergency Equipment Use Invoice for payment.

Emergency Equipment Use Invoice, OF-286 - Invoices will be used when hiring equipment of any kind, and for miscellaneous expenses. (See section on Miscellaneous Purchases below.) When completing the Emergency Equipment Use Invoice, the preparer must enter the EIN/SSN number for payment processing as explained in the EERA instructions.

On state fires, enter the state district, association or Coeur d'Alene address in the Administrative Office For Payment block.

Procedures for the OF-286 invoice at the end of the incident are to ensure all deductions for gas and oil, repair, and commissary are posted and the documents signed and completed. Give the Emergency Equipment Rental-Use Envelope, OF-305, to the specified state office at time of closeout, or forward to the Coeur d'Alene address as a payment package.

Emergency Equipment Use Invoice, OF-286, Miscellaneous Purchases - The invoice may be used for miscellaneous expenses in the same manner as for hiring equipment. IDL does not use the same procurement methods as federal agencies. A large variety of charge accounts have been setup in communities throughout the state and these are used to make local purchases in support of fire suppression activities.

Some state employees have purchase card authorities. Check with the local district office for use of these cards for fire suppression.

A Restaurant and Lodging Authorization form is used when sending people to eat at restaurants or stay in motels. An IDL district or area employee or an appointed representative such as a Procurement Unit Leader must complete this form. The form entitles individuals or crews to meals and lodging at the state's determined per diem rates. It also gives the vendor authorization to provide meals or lodging, and provides a copy for them for billing purposes. Obtain a supply of these forms from the local district office.

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51.7 - Exhibit 02—Continued

IDAHO

IDAHO DEPARTMENT OF LANDS (IDL)

As bills for meals, lodging, fuel or other supplies are turned in to finance, an Emergency Equipment Use Invoice is prepared. In filling out the invoice, list in Item 5 the type of expense, such as, Meals. In Block 14 show how many meals, gallons of fuel, and so forth, the rate (or if different rates write "Var." for various), and show the total amount.

Show these entries by the day or by meals. Remember, do not include sales tax. If tax has been added to the bill, remove it before the items are listed or in the deduction section of the invoice.

Copies of the vendor's itemized invoices showing name and address of the business, date of purchase, amount due, and total must accompany the invoice for payment. Vendor invoices must be signed by the individual(s), crewboss, or chief-of-party listed on the Restaurant & Lodging Authorization Form authorized to charge, and include the fire name and incident number. A maximum 15 percent gratuity may be included on meal invoices. Gratuities are part of the specified meal rate. Sack lunches or "To Go" meals do not have a gratuity included. These miscellaneous transactions may also be kept in Emergency Equipment Rental-Use Envelopes and turned in as a package at the end of the incident.

Emergency Equipment Fuel and Oil Issue, OF-304 - Same procedure as in the Interagency Incident Business Management Handbook

Fire Service Organizations (City, County and Rural Fire Departments) - It is the Idaho Department of Lands responsibility to be the single hiring point for equipment and personnel obtained from fire service organizations throughout the state when used on dispatches for mutual assistance, other than local initial attack mutual assistance agreements.

When five or more engines are dispatched to an incident, the Idaho Department of Lands will furnish, upon request, a Fire Service Organization Specialist to make sure the departments are signed up and made aware of their responsibilities. Incident management teams are responsible for keeping time on city, county, and rural fire departments in the same manner as if they were a private contractor however; **return all payment packages to the Idaho Department of Lands for audit and payment.**

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51.7 - Exhibit 02--Continued

AFFIRMATIVE ACTION SURVEY

The following information is needed to assist the Department in planning its EEO/Affirmative Action Program. This information will be used only for statistical purposes.

Name _____ Job Classification _____

(Check below where appropriate)

_____ Handicapped. Please specify type of physical or mental impairment and, if applicable type of accommodations made or needed.

_____ Veteran or Vietnam era (any duty between 8/5/64 through 5/7/75). Discharge must be other than dishonorable.

_____ Disabled veteran (30 percent or more disability).

RACE/ETHNIC GROUP

_____ White--includes persons of European descent, including Pakistan, East Indian, and North African.

_____ Black--includes persons of African descent as well as those identified as Jamaican, Trinidadian, and West Indian.

_____ Hispanic--includes all persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent.

_____ American Indian--includes persons who identify themselves or are known as such by virtue of tribal association. Also includes Eskimos and Aleuts.

_____ Asian American--includes persons of Japanese, Chinese, Korean or Filipino descent. Also includes Malayans and Thais.

_____ Other -- includes those not covered by the above categories.

SELECTIVE SERVICE AWARENESS AND COMPLIANCE

Idaho Code states that "...no male person who has attained the age of 18 years who fails to be in compliance with the federal selective service act shall be eligible for employment by or service for the state of Idaho..." It further states "...it shall be the duty of all official having charge of and authority over hiring of employees by the state...to assure themselves that applicants are in compliance with the federal military selective service act. The hiring authorities are authorized to develop the necessary form to allow the applicant to certify compliance with the selective service act."

I certify that I am in compliance with the provisions of the Selective Service Act (50 U.S.C. Appendix, War and National Defense Sections 451-473) and Idaho Code (Sections 49-501 et seq.)

Name: _____ Date: _____

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51.7 - Exhibit 02--Continued

ALCOHOL AND DRUG-FREE MEMORANDUM OF UNDERSTANDING

It is the Idaho Department of Lands policy to maintain an alcohol and drug-free workplace. The consumption of alcohol on the job is prohibited; employees may not work if their performance is impaired by the use of alcohol. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Violations of this policy will result in corrective action up to and including dismissal or referral to treatment as the situation warrants.

Alcohol and drug abuse in the workplace has many detrimental effects on any organization and its employees. It impacts morale, lowers productivity and increases health care costs. The Department of Lands is committed to maintaining a work environment free from illegal drugs and alcohol and drug abuse.

As a condition of employment, you must:

1. Abide by the alcohol and drug-free policy.
2. As an employee you must notify your supervisor within five days if you have been convicted of any criminal drug statute for a violation occurring in the workplace.
3. As a supervisor you must notify your superior within five days of any criminal drug statute conviction for a violation occurring in the workplace of any of your employees. Additionally, supervisors must notify their superiors within five days of any violations of the Alcohol and Drug-Free Workplace Policy.

I have read and understand this policy.

Name: _____ Date: _____

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 03

**NEVADA
NEVADA DIVISION OF FORESTRY (NDF)**

This information is provided in summary and is a general outline for the State of Nevada, NDF incidents or employees. For further information contact the Fire Business Management Coordinator in Carson City, Nevada at (775) 684-2511, FAX (775) 687-4244.

The Nevada Division of Forestry (NDF) uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and finance kits.

NDF uses the same Administratively Determined (AD) Rates, 1-4, as federal agencies do when hiring casual firefighters and the AD-5 rates used by the Rocky Mountain/Great Basin geographic areas.

Personnel Timekeeping - NDF employees will complete the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook. NDF employees will also complete Emergency Response Reports for submittal with time sheets and the Incident Report. Discrepancies may exist between the two time reporting forms due to specific time reporting requirements of some state positions, such as, Inmate Crew Supervisors and shift firemen.

Emergency Firefighters (EFF) are the NDF equivalent of casual employees. Emergency firefighters must complete an Emergency Firefighter Employment Agreement and I-9 Employment Eligibility Verification form prior to being hired. The agreement contains acknowledgment of a Fair Labor Standards Act (FLSA) exemption which must be explained to the EFF. Emergency Firefighters are paid through the Purchase Order System. Emergency firefighter time is tracked by the assigned supervisor or regional accounting personnel. Time must be recorded on an NDF Emergency Time Sheet and the federal Emergency Firefighter Time Report. EFF employees are assigned an AD rate commensurate with the complexity of the job, position or task assigned.

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51.7 - Exhibit 03—Continued

NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

Nevada Division of Forestry employees do not receive hazard pay for fire fighting with two exceptions. Personnel working more than 16 feet above the ground, or floor, or for time spent in single engine aircraft or helicopters, when not part of their regular job, may receive hazard pay.

State employees receive shift differential if they work a qualifying shift. As used in this section, "qualifying shift" means a scheduled work period of at least 8 hours, of which 4 hours must fall within the hours from 6:00 p.m. to 7:00 a.m. This is noted on the employees ERR and is not required to be noted on the Emergency Firefighter Time Report. Emergency firefighters are not eligible for shift differential.

Emergency firefighters are eligible for overtime for those hours worked which are in excess of 53 hours in a 7-day work period. State employees work a wide variety of shifts. Overtime regulations are based on FLSA and occupational class contracts.

Travel does not need to be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable. Nevada Division of Forestry employees receive paid standby for every non working hour while in a fire camp setting. Standby is reported on the employees ERR and does not need to be noted on the OF-288.

State of Nevada employees may not purchase from commissary.

Crew time Report SF-261 - Crew time Report is used in the same manner as described in the Interagency Incident Business Management Handbook with the following additions. Inmates assigned to crews are paid by the Division of Forestry portal to portal, although only actual line time is reported on the Crew Time Report. An Inmate Crew Time Report must be completed and submitted to the Regional Office at completion of the incident.

Procurement - Generally NDF will operate within Interagency Fire Business Management Handbook guidelines. However, Nevada Division of Forestry procurement procedures differ significantly from the federal procurement system. Authorized employees may utilize Emergency Purchase Orders to obtain a wide variety of equipment, services and supplies as outlined in NDF Policy and Procedures the State Administrative Manual. On Nevada Division of Forestry jurisdiction fires, or joint jurisdiction fires, contact the Administrative Service Officer who will assign a comptroller.

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51.7 - Exhibit 03—Continued

NEVADA
NEVADA DIVISION OF FORESTRY (NDF))

Fire Service Organizations, City/County/Volunteer Fire Departments - The Nevada Division of Forestry is the single hiring point for volunteer fire department personnel and equipment in the following counties: Carson, Clark, Douglas, Elko, Eureka, Storey, White Pine and Washoe. Through organized compacts and mutual aid agreements city, the Division of Forestry throughout the state can activate county and volunteer fire departments equipment and personnel. Obtain further procedures for ordering, sign-up, equipment rates, and paying city, county, and volunteer fire departments through the NDF regional offices.

State Owned Vehicles and Equipment - When state-owned vehicles and equipment are used on incidents (state or federal jurisdiction), do not initiate emergency Equipment Rental Agreements for them. Prepare Shift Tickets and Equipment Fuel and Oil issues for these units and send back to the home agency address noted below.

Emergency Equipment Rental Agreement, OF-294 – Equipment used by NDF is usually signed up pre-season by the local BLM and/or Forest Service field office and those agreements are included in the service and supply plan. A copy of the service and supply plan can be obtained from the local Dispatch Center, the BLM or Forest Service office or from the Administrative Service Officer at NDF. In the event equipment does not have a pre-season agreement, follow procedures in the IIBMH and the geographic supplements to Chapter 20. NDF fiscal staff can execute Emergency Equipment Rental Agreements (EERA) OF-294's for state jurisdiction fires.

On State fires, send copies of all Emergency Equipment Rental Agreements OF-294; Emergency Equipment – Use Invoice OF-286; Emergency Shift Tickets OF-297; Vehicle/Heavy Equipment Inspection Checklist OF-296 and the Emergency Equipment Fuel and Oil Issue OF-304 as a package for each contract to the address below.

On state fires, agreements initiated by NDF fiscal personnel need not be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

When writing Emergency Equipment Rental Agreements OF-294, and Emergency Equipment Use Invoices OF-286 on state fires, use the following address for the Ordering Agency Address and for the Administrative Office for Payment address:

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51.7 - Exhibit 03—Continued

NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

Nevada Division of Forestry
Fiscal and Personnel/Payroll Unit
1550 E. College Parkway, Suite 142
Carson City, Nevada 89706-7921
Phone (775) 687-3600 FAX (775) 687-1288

During the completion of the Contractor block, the EIN/SSN number MUST be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed and attached to the agreement. Payment is not possible without a completed W-9.

Worker's Compensation – The State of Nevada carries Worker's Compensation insurance coverage for all State of Nevada employees employed by the Nevada Division of Forestry (NDF); emergency firefighters (casuals) hired by NDF; inmates housed in a Nevada Correctional Facility used on a crew for wildland fire suppression; and volunteer firemen from those Volunteer Fire Departments located within the County Fire Protection Districts administered by the Nevada Division of Forestry in Washoe, Carson City, Douglas, Storey, Elko, White Pine, Eureka and Clark counties.

If an injury or occupational disease (OD) arises out of or in the course of employment, the employee, volunteer, inmates/inmate's crew supervisor or emergency firefighters must provide written notice to the employer as soon as practicable, but not later than 7 days after the accident or date of the OD. A "Notice of Injury or Occupational Disease Incident Report" form C-1 must be completed by the injured worker and signed by his/her supervisor. Distribution of the form is noted on the form.

If medical treatment is sought, and the injury occurs on a fire in the State of Nevada, a "Claim for Compensation" (Form C-4) will be available at the place of initial treatment. The injured employee, volunteer, crew supervisor of an inmate, or the emergency fire fighter must file a completed "Claim for Compensation from (C-4) within 90 days after an accident or OD. The treating physician or chiropractor must complete the Claim for Compensation form within 3 working days after treatment and mail the completed form (employers copy) to NDF at the address listed below; and mail a copy of the Nevada Administrators Workers' Compensation Third Party Administrators to the address listed on the C-4 form.

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NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

Nevada Division of Forestry
Fiscal and Personnel/Payroll Unit
1550 E. College Parkway, Suite 142
Carson City, Nevada 89706-7921
Phone (775) 687-3600 FAX (775) 687-1288

NDF must complete the “Employer’s Report of Industrial Injury or Occupational Disease” (Form C-3) to the Nevada Administrators Workers’ Compensation Third Party Administrators to the address noted on the form within 6 days after receipt of the “Claim for Compensation (Form C-4). Distribution of the form is noted on the form.

Obtain forms from the Regional Manager for which the fire is located or from the Fire Business Management Coordinator (Administrative Service Officer for the NDF Fiscal and Personnel/Payroll Unit).

Nevada Division of Forestry Jurisdiction - The Nevada Division of Forestry is charged with the protection of state and private property, including structures, from fire and other threats by Nevada Revised Statutes and through county fire districts in the following counties of Nevada: Carson, Clark, Douglas, Elko, Eureka, Storey, White Pine and Washoe.

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51.7 - Exhibit 04

**SOUTH DAKOTA
SD WILDLAND FIRE DIVISION (SD WFD)**

This information is provided in summary and will provide a general outline for SD Wildland Fire Division's (SD WFD) procedures that differ from other agencies or the Interagency Incident Business Management Handbook. For further information, contact the Fire Accountant in Rapid City, SD at 605-394-2395, FAX 605-394-2549 or the State Fire Resource Center (Dispatch) in Rapid City, SD at 605-394-5302, FAX 605-394-2588.

The SD WFD uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits.

Current policy with SD WFD does not allow for the hiring of casual firefighters. Persons hired must be connected with a rural fire department, or a contractor that is under agreement.

The following additional methods and information applies when working on fires under state of South Dakota jurisdiction or with state of South Dakota employees while working on other agencies' fires.

Rural Fire Departments - Each Rural Fire Department (RFD) who wishes to participate in forest fire suppression activities signs a "Forest Fire Suppression Agreement" with the state of South Dakota each calendar year. There is a separate agreement for "in and out of state" assignments. These RFD's then become contractors to the state of South Dakota. Under this contract, the following applies:

Fire Assignments Within South Dakota

Minimum Requirements:

- Be at least 18 years of age.
- No physical disability that would jeopardize health & safety of an individual or others.
- Appropriate clothing & safety equipment.
- Required physical standards, as per agreement.

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51.7 - Exhibit 04--Continued

SOUTH DAKOTA

SD WILDLAND FIRE DIVISION (SD WFD)

Personnel Pay Classifications:

Compensated for function filled on assignment, utilizing Administratively Determined (AD) Pay Rates, 1-4, as federal agencies use when hiring casual firefighters. AD-5 rate is set at \$16.00/hour.

Forms Required:

- Personnel & Equipment Payment - Crew Time Report, SF 261 or crew time report developed in South Dakota, AG-DCF100/95. See Exhibit 04A.
- Injury - State of South Dakota fire: Complete a "First Report of Injury" form. Submit to SD RCF within three days of injury. Federal fire: Complete forms as outlined in Interagency Incident Business Management Handbook.
- Equipment Damage or Accident - State of South Dakota fire: Complete an "Officer's Investigation Summary of Motor Vehicle Accident" form. Federal fire: Complete forms as outlined in Interagency Incident Business Management Handbook.

Minimum Standards for Equipment:

ENGINES	STRUCTURAL ENGINES		WILDLAND ENGINES					
	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6	Type 7	Type 9*
<u>Pump Rating</u>								
Min. flow (gpm)	1000+	250+	150	50	50	30	10	6
@ rated pressure. (psi)	150	150	250	100	100	100	100	100
Tank capacity range (gal)	400+	400+	500+	750+	400-750	150-400	50-200	50
<u>Hose 2.5"</u> (feet)	1200	1000						
<u>Hose 1.5"</u> (feet)	400	500	500	300	300	300		100 1/2"
<u>Hose 1"</u> (feet)			500	300	300	300	200	
<u>Ladder</u> (feet)	48	48						
<u>Heavy Stream</u> (gpm)	500							
<u>Personnel</u>	3**	3	2**	2**	2***	2***	2***	2

*State of SD standard, not NWCG requirement.

**In State standard is 3 or 4 personnel (out of State requires 4 personnel).

***In State standard is 2 or 3 personnel (out of State requires 3 personnel).

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51.7 - Exhibit 04--Continued

**SOUTH DAKOTA
 SD WILDLAND FIRE DIVISION (SD WFD)**

WATER TENDERS Components	Minimum Standards by Type				
	1	2	3	4*	5*
Tank Capacity (gal)	5000+	2500+	1000+	400+	400+
Pump Capacity (gmp)	300+	200+	200+	80+	---
Off Load Capacity (gmp)	300+	200+	200+	---	---
Max. Refill Time (minutes)	30	20	15	---	---

*State of SD standard, NWCG

Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and or portable tanks. Tenders must also carry a minimum of one shovel and pulaski. Tenders participating in out of state dispatches must meet minimum federal guidelines for equipment and accessories.

EQUIPMENT RATES:

<u>Engines</u>	<u>Rate/Hr</u>	<u>Water tenders</u>	<u>Rate/Hr</u>
Type 1	\$100.00	Type 1	\$75.00
Type 2	70.00	Type 2	65.00
Type 3-5	50.00	Type 3	50.00
Type 6-7	40.00	Type 4	45.00
Type 9	25.00	Type 5	25.00

Add \$5.00/hr to the rates listed above for any engine equipped with an Injection Foam System to cover the cost of foam on an application rate of three tenths of one percent @ 25gpm and additional equipment. Foam used at an approved rate of more than three tenths of one percent @ 25gpm will be replaced by the approving agency.

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51.7 - Exhibit 04--Continued

SOUTH DAKOTA

SD WILDLAND FIRE DIVISION (SD WFD)

Transportation/Crew Rotation:

The state will pay mileage for one crew rotation vehicle per shift. During this rotation the state shall not compensate the fire Department for personnel time or travel expenses related to the rotation of personnel and equipment already committed to the fire. The crew rotation vehicle will be paid \$.32/mile.

Miscellaneous Information:

- Each fire department will be signed up on a Fire Equipment Rental Agreement.
- No additional pay for hazard duty will be paid.
- Fuel obtained at the fire scene will be deducted from final billing that is submitted to the SD RCF Office, as this is considered a normal maintenance item.
- \$250 deductible will apply to each damage claim submitted.
- Commissary items obtained will be deducted from final billing that is submitted to the SD RCF Office.
- All payments are made to the fire department, not individual members.
- Fire departments submit fire bills to the state of SD for payment after each fire.

Fire Assignments Outside South Dakota

Minimum Requirements:

- Be at least 18 years of age.
- No physical disability that would jeopardize health and safety of individual or others and successfully pass physical fitness standards.
- Have valid Red Card.
- Appropriate clothing and safety equipment.
- Successfully completed Wildland I fire training.
- Preseason vehicle inspection with inventory list.
- Meet requirements for the position, as outlined in the Wildland Fire Qualifications Subsystem Guide, 310-1.

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51.7 - Exhibit 04--Continued

SOUTH DAKOTA

SD WILDLAND FIRE DIVISION (SD WFD)

Personnel Pay Classifications:

Compensated for function filled on assignment, utilizing Administratively Determined (AD) Pay Rates and Qualifications as outlined in Interagency Incident Business Management Handbook.

Forms Required:

- Personnel - Emergency Firefighter Time Report, OF-288.
- Equipment - Emergency Equipment Use Invoice, OF-286. Fuel & Oil Issue Records (if issued), OF-304.
- Injury - Forms outlined in Interagency Incident Business Management Handbook, plus must complete SD First Report of Injury form and submit within three days of injury to SD RCF.
- Damage - Forms outlined in Interagency Incident Business Management Handbook.

Minimum Standard for Equipment:

Same as for in-state assignments.

Equipment Rates:

Same as for in-state assignments.

Insurance - Out of State:

Same as for in-state assignments; Workers' Compensation will comply with federal regulations.

Transportation/Crew Rotation:

Engine Crew Rotation - The minimum strike team commitment is 14 days, commencing at the time of departure from the assembly point. The minimum commitment for engine crewmembers is 14 days. An engine crew member may be replaced or rotated with a fresh crew person at the end of the commitment period according to the following procedures:

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51.7 - Exhibit 04--Continued

SOUTH DAKOTA

SD WILDLAND FIRE DIVISION (SD WFD)

1. The Strike Team Leader will contact SD WFD Dispatch Center two days prior to any crew rotation.
2. If a contractor initiates the crew rotation, the SD WFD Dispatch Center will notify and receive approval from the team on the incident.
3. The contractor plans crew rotation, the SD WFD Dispatch Center will coordinate the crew rotations with the incident.
4. Once incident approves rotation, contractor will organize crew replacement. The State will coordinate the rotation with the incident.
5. If air transport is used for crew rotation, the strike team leader must arrange for transportation from the airport to the incident through the fire camp.
6. No crewmember will be released from an incident until the relief crew arrives and only at shift changes.
7. All personnel leaving an incident will follow normal checkout procedures.

Individual Resource Rotations - Individual resources, including strike team leaders, must commit to a 14-day assignment. They may not be rotated until the end of their commitment period.

Miscellaneous Information:

When sending single resources or strike teams/task forces on out-of-state assignments, the SD WFD will provide a packet of information that will include the following:

1. State/Fire Department agreement for in and out of state assignments.
2. State/U.S.D.A. Forest Service agreement.
3. Fire Equipment Rental Agreements for each fire department assigned.
4. Letter for finance explaining pay procedures.
5. Miscellaneous blank forms that would be utilized by finance section.

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51.7 - Exhibit 04--Continued

SOUTH DAKOTA

SD WILDLAND FIRE DIVISION (SD WFD)

6. Contractor must pressure wash outside of vehicles no more than 12 hours before leaving SD and no more than 12 hours before returning to SD. This is done to prevent the transport of weed seed.

Employee and Contractor Hiring Guidelines

SD WFD employees use the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook.

Entitlements:

- SD WFD employees do not receive hazard pay.
- SD WFD employees do not receive any differential, other than overtime for hours worked over 40 per week.
- Overtime need not be computed during the incident, but will be figured by Bureau of Personnel at the State Office in Pierre, SD.
- Travel time need not be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable.
- SD WFD employees are guaranteed an eight (8) hour day.
- State employees may purchase at commissary, and must be recorded on the firefighter time report. Charges are deducted from employees per diem request, which will be done upon arrival at home unit.

Crew Time Report, SF-261:

The Crew Time Report is used in the same manner as described in the Interagency Incident Business Management Handbook.

State-Owned Vehicles and Equipment:

When state- owned vehicles and equipment are used on incidents (state or federal jurisdiction), Emergency Equipment Rental Agreements are not necessary. Shift tickets and fuel issues should be prepared for these units and sent back to the home agency. The host agency will be billed for the services.

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51.7 - Exhibit 04—Continued

**SOUTH DAKOTA
SD WILDLAND FIRE DIVISION (SD WFD)**

Vehicle/Heavy Equipment Inspection Checklist, OF-296:

Complete the same as described in the Interagency Incident Business Management Handbook.

Procurement of Contractor Services

SD WFD utilizes form AG-DF-210/87, a Fire Equipment Rental Agreement to sign up contractor services pre-season or at the fire incident. Persons trained to execute these agreements are Fire Management Officers, Resource Center Manager, clerical staff in district offices, and those trained in finance, such as Time Unit Leaders and Finance/Administration Section Chiefs.

On state fires, agreements initiated by SD WFD personnel need not be countersigned by Contracting Officers or Procurement Unit Leaders.

When writing Fire Equipment Rental Agreements on state fires, use the local fire district office and address for the "Ordering Office", or use the following address that is the office of payment:

SD Resource/Conservation & Forestry Division
Fire Business Accountant
3305 1/2 West South Street
Rapid City, SD 57702

During the completion of the Contractors section the EIN/SSN must be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification must be completed and attached to the agreement. Payment is not possible without a completed W-9.

Emergency Equipment Shift Tickets, OF-297:

Shift tickets are completed the same as in the Interagency Incident Business Management Handbook. Copies of the shift tickets must accompany the Fire Equipment Rental Agreement. Contractor is then responsible to submit an invoice for services performed, after the incident is over.

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51.7 - Exhibit 04—Continued

**SOUTH DAKOTA
SD WILDLAND FIRE DIVISION (SD WFD)**

Miscellaneous Purchases:

SD WFD does not use Blanket Purchase Agreements, but has a large variety of charge accounts and preseason agreements set up in communities throughout the area to cover the needs of a fire incident.

Lodging and restaurant arrangements will be made through the SD WFD Resource Center (dispatch) and the vendor will submit billing direct to the SD RCF office in Rapid City after service is provided. No tax or tips are to be added to these invoices.

Medical Claims:

On state fire assignments, SD WFD employees must complete a First Report of Injury Form. Forward completed forms to the State Office in Pierre, SD, for further processing, and keep a copy in the fire file. On federal fire assignments, SD WFD employees shall follow guidelines as outlined in the Interagency Incident Business Management Handbook, complete the SD First Report of Injury form and submit it within three days of injury to the Fires Business Accountant.

Agreements:

South Dakota National Guard. Shift hours for guardsmen will be documented by National Guard Liaison personnel, who will give daily cost estimates to Finance Section. Request copy of agreement for specific information.

Department of Corrections (Inmates): There are approximately 100 trained inmates available for fire duty. Costs involved include: \$4.50/12/hour shift/inmate. Guards are paid at regular State salary rates. Transportation, meals, lodging and medical costs incurred as a result of the incident are billed to the incident. Request copy of agreement for specific information.

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51.7 - Exhibit 04A
SOUTH DAKOTA
 SD WILDLAND FIRE DIVISION (SD WFD)

Crew Time Report, AS-DCF100/95

South Dakota

AG-DCF100/96

FIRE DEPARTMENT
 CREW/EQUIPMENT TIME REPORT

CREW NAME (VOL FIRE DEPT (1))

FIRE NAME (2)		FIRE NUMBER (3)							
4		5		6		7			
NAME OF EMPLOYEE	CLASSIF- ICATION	DATE		DATE					
		MILITARY TIME		MILITARY TIME					
		ON	OFF	ON	OFF				
EQUIPMENT (8)				UNIT (9)		ON	OFF	ON	OFF
OFFICER IN CHARGE (SIGNATURE) (10)				TITLE OF OFFICER IN CHARGE (11)					
NAME (Person Posting to Emergency Time Report (12))							DATE (13)		

- White Copy - To accompany the fire suppression cost statement to the South Dakota Division of Resource Conservation and Forestry.
- Yellow Copy - Retain at the fire scene by agency responsible for the fire (State or Forest Service).
- Pink Copy - Retain by the Fire Department.

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51.7 - Exhibit 04—Continued

**SOUTH DAKOTA
SD WILDLAND FIRE DIVISION (SD WFD)**

This information is provided in summary and will provide a general outline for the Division of Utah Fire & State Lands (UFFSL) incidents or employees. For further information, contact the Fire Business Management Committee Representative, Jane Martinez at 801-538-5555 ext. 5427.

UFFSL uses all Incident Command system (ICS) forms, the same as in the Interagency Incident Business Management Handbook and finance kits.

Personnel Timekeeping - UFFSL employees will complete the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook.

Emergency Firefighters (EFF) are the UFFSL equivalent of casual employees. Emergency firefighters must complete forms:

- Federal Emergency Firefighter Employment Agreement
- W-4
- I-9
- Copy of Driver's License and Social Security Card
- Seasonal Hiring Work Sheet
- Temporary Employment Form
- Emergency Notification and Veteran Status Form
- Sexual Harassment Prevention Statement

The agreement contains acknowledgement of a Fair Labor Standards Act (FLSA) exemption that must be explained to the EFF. Emergency Firefighters are paid through the Purchase Order System. Emergency firefighter time is tracked by the assigned supervisor or regional accounting personnel. Time must be recorded on an UFFSL Pay Voucher for Temporary Services and the Federal Emergency Firefighter Time Report. EFF employees are assigned an AD rate commensurate with the complexity of the job, position or task assigned.

UFFSL employees do not receive hazard pay for fire fighting.

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51.7 - Exhibit 05—Continued

UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (UFFSL)

Travel does need not be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable.

Crew Time Report SF-261 - Crew Time Report is used in the same manner as described in the Interagency Incident Business Management Handbook.

Procurement - Generally, UFFSL will operate within Interagency Incident Business Management Handbook guidelines and resources will be ordered through the IFC's. When resources must be ordered outside the IFC system, it must be done in compliance with the Utah State Purchasing Policies and Procedures. Authorization must be documented with the UFFSL Purchase Order issued by UFFSL Area Manager.

Fire Service organization, City/County/Volunteer Fire Departments - UFFSL is the single hiring point for volunteer fire department personnel and equipment. Through organized compacts and mutual aid agreements city, county and volunteer fire departments equipment and personnel can be activated by the UFFSL throughout the state. Further procedures for ordering, sign-up, equipment rates and paying city, county and volunteer fire departments can be obtained through the UFFSL Area offices.

Cost share agreements will be calculated in dollar amounts or by number of retardant loads. It should apply to the duration of the fire.

No AD personnel hired by the state are allowed commissary items unless approved by the state crew supervisor. All state employees will reimburse the state for commissary purchases upon returning to home base. No state payroll deduction will be made.

County FEPP equipment will be charged at 66% of the rate in the Great Basin guideline for comparable equipment. Personnel costs will not be included in FEPP rates.

Firefighters being paid by the State of Utah who file compensation claims will file with the Workman's Compensation Claims of Utah. Property damage or loss claims will be filed with Utah State Risk Management.

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51.7 - Exhibit 05—Continued

UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (UFFSL)

Utah Division of Forestry, Fire and State Lands manage inmate Type II fire crews (Flame-In-Go's), through Cooperative agreements and annual operating plans with federal and state partners. These agreements allow for the payment and use of inmate crews in all aspects of fire management including prescribed fire. A copy of the AOP and rate structures may be obtained through the Utah State Crew Boss assigned to the fire.

There are no restrictions for the management and use of Utah's inmate crews. They can respond to any incident within the continental United States. Inmates are fully certified as FFT1 and FFT2 line personnel. The crews require no special consideration for sleeping areas and staging. The crews may stay in motels and take meals in restaurants.

A Utah State Forestry Crew Boss (CRWB) and Squad Boss supervise inmate crews. Two Utah State Correctional Officers accompany each crew for security. Inmates may order commissary through the fire and record on the Emergency Fire Time Report. Utah State staff will accompany inmate crews to receive medical attention, purchase commissary, and request equipment and PPE through the supply unit.

Crews can be split up according to the overhead structure, radios and saw capabilities at the discretion of the State Forestry crew boss. The Flame-In-Go's have their own transportation, tools, chainsaws, and pumps and communications. Each crew has a minimum of four (4) certified "B" saw operators. These crews are self-sufficient and can provide for their own food and lodging with state purchasing Visa cards.

The Utah Department of Corrections is responsible for all medical services provided to offenders, their claims of disability, and rehabilitations from injury or death that may occur as a result of their participation in fire suppression or fire use projects. On site emergency first-aid may be provided by State or Federal fire authorities including but not limited to EMT treatment and medical evacuation by helicopter or ambulance when these services have been assigned to the fire by state or federal fire authorities.

Report inmate crew time on the Crew Time Report (CTR SF-261) and mark to show "**other**", **Utah State Inmate**" on the Emergency Fire Fighter Time Report (OF-288). Correctional officers are guaranteed a minimum of 12 hours per day except on the first and last days of work or travel, in which case reimbursement will be for actual hours.

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (UFFSL)

Utah Sate sponsors a Hotshot Crew (IHC) that complies with the Interagency Hotshot Operations Guide. This nationally recognized IHC crew (formally the Flame-In-Go Hotshots) has been reorganized. The crew overhead structure and all members are state agency employees. Their new name, “Lone Peak Hotshots” is listed in the Great Basin Mobilization Guide.

Utah operates an engine strike team of Type 6 engines. This resource has been reorganized (formally Flame-In-Go) to engine crews with state agency employees. This gives an advantage to order and mobilize each engine as a single resource with a crew of three, or as a strike team. Each engine is available for national fire responses or prepositioning. The new reference is “Lone Peak Engines”.

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (UFFSL)

Job Titles

Military Field Commander (Operation Section Chief)
Assistant Military Field Commander (Deputy Operation
Section Chief)
Operations Officer (Division/Group Supervisor)
Operations – NCO (Strike Team Leader)
Heavy Equipment Operator (Dozer Operator)
Heavy Equipment Operator (Transport Driver)
Mechanic (Mechanic)
Wrecker Operator (Dozer Operator)
Truck Driver – 2 ½ Ton & larger (Truck driver)
Truck Driver – 1 ½ Ton & less (Truck Driver)
Aircraft Pilot
Aircraft Copilot/Navigator
Air Operations Director
Crew Chief
HEMMT Driver/Operator
Security Manager
Security Personnel (Armory)
Crew Boss
Squad Boss
Firefighter

The rate for the use of Utah National Guard Armories is **\$100.00/Day** (government rate). The fire, Interagency Fire Center or State Forestry Personnel to the local Armory Board, should pay these fees. The Armory Boards are non-profit organization that oversees the use of the Armory by non-National Guard organizations.

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WYOMING
WYOMING STATE FORESTRY DIVISION (WSFD)

This information is provided in summary and will provide a general outline for WSFD procedures that differ from other agencies or the Interagency Incident Business Management Handbook. For further information, contact Ray Weidenhaft, Assistant State Forester - Fire Management in Cheyenne, WY, 307-777-7586, FAX 307-637-8726.

The WSFD uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits. In addition, all state, county, volunteer fire services resources responding to any fire (private, state, federal) will have a copy of the "Mini Fire Mobilization Plan for Wyoming", available from Assistant State Forester, Fire Management, WSFD, which contains the established procedures and rates.

The following additional methods apply when working on state or private land fires or with state or county employees or volunteer firemen on federal land fires.

Personnel Timekeeping

Rates for volunteer firemen and support personnel are "FF" rates described in Exhibit E of the "Mini Mobilization Plan". Rates for state and county employees are their established rates in effect at the time of the fire. FF rates established are consistent with federal AD rates for the Rocky Mountain/Great Basin area.

For billing procedures, send the original (pink) copy and the employee (yellow) copy of the Emergency Firefighter Time Report (OF-288) home with federal, state, county, and volunteer firefighters. Send ONLY the yellow (employee) copy home with casuals.

Entitlements:

Volunteer firemen, state and county employees do not receive hazard pay.

For state, county, and volunteer firefighters, travel to the fire must be separated from working time by using a "T" in the hours block. This is done to determine the number of travel hours home that the firefighter is entitled.

State, county, and volunteer firefighters may purchase from the commissary. Charges must be recorded on the firefighter time report for payment purposes.

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**WYOMING
WYOMING STATE FORESTRY DIVISION (WSFD)**

Procurement

Emergency Equipment Rental Agreements, OF-294:

On state land fires, WSFD personnel can execute OF-294 agreements. On private land fires, county wardens can execute OF-294 agreements. On state land fires, agreements initiated by WSFD personnel do not have to be countersigned by Contracting Officers of Procurement Unit Leaders. The same is true on private land fires when agreements are initiated by the county warden. On joint ownership fires, the Unit Administrator Group will give direction.

When writing EERA's on state land fires, use the following address for the "Ordering Office" which is also the office of payment:

Wyoming State Forestry Division
1100 West 22nd Street
Cheyenne, Wyoming 82002

When writing EERA's on private land fires, use the local county fire warden's address. It can be found in the "Mini Mobilization Plan".

The Unit Administrator Group will give direction for EERA's on joint ownership fires.

For agreement numbers on state land fires, check with the local district forester to secure a block of numbers. For private land fires check with the local county fire warden.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible.

When state, county, or volunteer fire department equipment is used on incidents (state, private, federal) do not prepare an EERA for them. The agreement and rates (Exhibits C and D) are in the "Mini Mobilization Plan". Prepare shift tickets, fuel issues, and use invoices for these units. The protecting agency will be billed for the services.

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WYOMING

WYOMING STATE FORESTRY DIVISION (WSFD)

Emergency Equipment Use Invoice, OF-286:

Use Emergency Equipment Use Invoices when hiring any equipment and for miscellaneous expenses. When completing the Emergency Equipment Use Invoice, the preparer must enter the EIN/SSN number for payment processing as explained in the EERA instructions.

On state land fires, enter the Cheyenne address in the Administrative Office For Payment block. For private land fires, enter the local county or fire district address in the block. For joint ownership fires, the Unit Administrator Group will give direction.

As mentioned previously, the rates to be used for state, county, or volunteer fire department equipment is found in the "Mini Mobilization Plan".

Procedures for the OF-286 invoices at the end of the incident are to ensure all deductions for fuel and oil and repairs are posted and the documents are signed and completed. For all state, county, and volunteer fire department invoices, send the finance (pink) copy and contractor (yellow) copy home with the equipment for billing purposes.

Miscellaneous Purchases

The OF-286 can be used for miscellaneous expenses in the same manner as hiring equipment. WSFD and counties do not use Blanket Purchase Agreements, but have a large variety of charge accounts set up in communities throughout the state.

As bills for meals, lodging, fuel or other supplies are turned in to finance an OF-286 is prepared. These can be documented by each transaction or daily. Remember, do not include sales tax. It can be taken off in the deductions section if tax has been added to the bill.

Copies of the vendor's itemized invoice showing name, address, date, fire name, and total amount due, must be attached to the OF-286. The vendor invoices must be signed by the person making the purchase. A maximum 15 percent gratuity may be included on meal invoices (except sack and "to go" lunches).

Agency Provided Medical Care

APMC will be provided on state and private land fires the same as outlined in the Interagency Incident Business Management Handbook.

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WYOMING
WYOMING STATE FORESTRY DIVISION (WSFD)

Complete all forms as described in the handbook. In addition, on state and private land fires a "Wyoming Report of Occupational Injury or Disease" must be completed on all non-federal personnel.

Obtain this form through the local district forester or county fire warden and turn it in to the district forester or county warden as soon as possible for further processing.

State, county and volunteer firefighters are covered by federal workers compensation while on a federal fire.

Inmate Hand Crews

The Wyoming State Forestry Division has a conservation camp located in Newcastle, Wyoming and Honor Farm in Riverton, Wyoming. It has approximately 70 red-carded inmates who can be dispatched to both wildland and prescribed fires within the state and to adjoining Black Hills National Forest land in South Dakota. They are configured as 5 to 7 man squads with a crew boss from the State Forestry Division. In some instances a corrections officer will be sent along with the 20 man crews. Crew boss or squad boss will bring the "Wyoming State Forestry Division Fire Mobilization Plan", containing all costs and other policy regarding these crews. The Smokebusters, the crews at the Conservation Camp, are dispatched through the Cody Interagency Dispatch Center, located in Cody, Wyoming.

National Guard Units

The Wyoming National Guard has agreements for both suppression and support fire resources with the State Forestry Division for the state and private land ownership fires and with the United States Forest Service for federal land ownership fires. These agreements cover costs and policy for the dispatched resources. The Guard is dispatched through the State Emergency Management Coordinator in Cheyenne. Available fire resources include: ground transportation, kitchen/food unit, shower unit, blackhawk helicopter with bucket, type 2 hand crew, and MAFFS unit. When ordered, a liaison from the guard will accompany the ordered resources.

When the Governor declares the fire area, for state, as a disaster area, the guard will go to active duty status and will receive active duty pay.

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AGENCY SPECIFIC CONTACTS

If there are questions regarding agency specific business management issues contact:

Idaho Department of Lands - Marci Meier, Fire Business Management Coordinator for the Bureau of Fire Management 3780 Industrial Ave. S., Coeur d'Alene, Idaho 83815(208) 769-1522, FAX (208) 769-1524. Email: mmeier@cda.idl.state.id.us.

Utah Division of Forestry & Fire - Jane Martinez, Fire Business Management Specialist, 1594 W. North Temple, Suite 3520, Salt Lake City, UT 84114. (801) 538-5485-Will or (801) 538-5494-Jane, FAX (801) 533-4111. Email: nrslf.wbaker@state.ut.us or nrslf.jmartine@state.ut.us.

South Dakota Division of Resource Conservation & Forestry - Vacant, 3305 1/2 West South Street, Rapid City, SD 57702-8160. (605) 394-2395 FAX: (605)-394-2549.

Rapid City Fire Department – Denise Rossum, Fire Department Representative, 10 Main, Rapid City, SD 57701. Phone (605) 394-4180, FAX: (605) 394-6754. Email: denise.rossum@ci.rapid-city.sd.us.

Nevada Division of Forestry – Suzanne Sturdevant, Nevada Division of Forestry, 1201 Johnson Street, Suite D, Carson City, NV 89706-7921. (775) 684-2511, cell (775) 721-7360, FAX (775) 687-4244. Email: [ssturdevant@ndf.state.nv.us](mailto:sssturdevant@ndf.state.nv.us).

Colorado State Forest Service - Paulicia Larsen, 203 Forestry Blvd, Colorado State University, Fort Collins, CO 80523-5060. (970) 491-6303, FAX: (970) 491-7736. Email: plarsen@lamar.colostate.edu.

Wyoming State Forestry - Dana Stone, P.O. Box 1497, Lyman, WY 82937. (307) 787-6148, cell (307) 631-2592, FAX (307) 787-6996. Email: dstone@state.wy.us.

US Fish & Wildlife Service - Angie Braun, P.O. Box 25486, Denver, CO 80225-0486. (303) 236-8145, ext. 617, FAX (303) 236-4792. Email: Angie_Braun@fws.gov.

NPS - Intermountain Region - Jeanie Harris, 12795 West Alameda, Lakewood, CO 80228, (303) 969-2948, FAX (303) 969-2037. Email: Jeanie_Harris@nps.gov.

Bureau of Land Management - Kermit Johnson, Wyoming State Office, 5353 Yellowstone, P.O. Box 1828, Cheyenne, WY 82003. (307) 775-6058, FAX (307) 787-6996. Email: Kermit_Johnson@blm.gov

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AGENCY SPECIFIC CONTACTS

US Forest Service - Janette Archibeque, Incident Business Management Specialist, Intermountain Region, 324 25th Street, Ogden, UT 84401. (801) 625-5805, cell (801) 725-1756 FAX (801) 625-5594. Email: jarchibeque@fs.fed.us.

US Forest Service - Steve Schmidt, Incident Business Management Specialist, Rocky Mountain Region, 740 Simms, Golden, CO 80401. (303) 275-5393, FAX (303) 275-5299. Email: sschmidt@fs.fed.us.

US Forest Service – Diana Patera, Buying Team Coordinator, Rocky Mountain Region, 740 Simms, Golden, CO 80401. (303) 275-5288, cell: (303) 601-0968, FAX (303) 275-5453. Email: dpatera@fs.fed.us.

Bureau of Indian Affairs – Jessie Poire, Fire Business Representative, Wind River Agency, P.O. Box 158, Ft. Washakie, WY 82514. (307) 332-4575, FAX (307) 332-4578. Email: Jessie_Poire@BIA.gov.